

<b>Job title:</b>	Public Protection Enforcement Officer	<b>Role Profile No</b>	HS3213
<b>Grade/s</b>	N		
<b>Salary Range</b>			
<b>Directorate / Pillar / Strand</b>	Public Health – Public Protection	<b>Reporting to: Responsible for:</b>	Team Leader

**Reporting Structure** - a copy of an organisation chart, showing where the role fits into the structure, must be attached to the Role Profile.

**Role Overview**

To carry out a full range of Public Protection duties as may be required, including environmental health, trading standards, animal health, community safety, emergency planning, licensing and public protection in one of a number of teams to ensure the effective provision of a range of high quality services within the Public Protection & StreetSmart Service. These duties will be carried out both within one of the specific responsibilities of the functions as listed below, and also from time to time across the wider Public Protection & StreetSmart service.

- Food, Health & Safety
- Trading Standards
- Environmental Enforcement
- Residential Services
- Planning & Streetscene Enforcement
- Licensing & Events
- Animal Health & Stray Dogs

**Role Purpose:**

To be responsible for the day to day delivery of a range of statutory and non statutory public protection duties primarily within a functional team. Each team within the service covers aspects of a diverse range of statutory environmental health, trading standards, consumer protection, emergency planning, animal health and welfare or licensing functions. These range from food safety, statutory health and safety functions including commercial health and safety enforcement and accident investigations, alcohol sales, animal boarding and breeding, gaming, dangerous wild animals, dog breeding, fireworks, gambling act, house to house collections, licensing

act, residential safety and housing standards, empty homes, pest control, motor salvage operators, personal licenses, pet shops, petroleum, riding stables, street trading, air quality management, contaminated land assessments, noise complaint investigations, air pollution, drainage and dealing with filthy and verminous premises, trading standards, planning enforcement, animal health, StreetSmart enforcement (littering, fly tipping, fly posting, graffiti), environmental enforcement, anti-social behaviour reduction and emergency planning functions.

To conduct inspections of a specified range of premises especially to premises with high and medium risk rating to ensure compliance with all public protection legislation.

Work with the Team Leader in preparation for external audits by third parties including the Food Standards Agency, Health and Safety Executive and assist in conducting regional audits and implementing internal audits.

Conduct and co-ordinate complex criminal investigations (resulting from complaints, inspections and officer initiative) determining action necessary from service of notices, organisation of works in default and preparing files for prosecution. To attend court as an expert witness.

Providing the council's out of hours standby response to public protection emergencies and out of hours investigations.

Initiate, lead, contribute to and participate in the planning, implementation and review of project work, surveys and sampling programmes.

Assist in the preparation of Specific Service Plans and assist in developing and maintaining enforcement and procedure manuals.

As directed by the Head of Public Protection & StreetSmart to undertake any task (appropriate to the postholder's grade) that the post holder is competent to do, within the remit of this job description as required by the service delivery needs.

A significant proportion of the work done by the postholder is carried out away from the office and frequently outside of normal working hours.

#### **Knowledge & Experience:**

- Specialist knowledge of at least one area of Public Protection work
- Knowledge of laws of evidence, investigation and interviewing skills
- Experience investigating and reporting breaches of criminal/civil legislation
- Experience of giving evidence in Court
- To be IT literate – to be able to use ICT packages, analyse and interpret data and to input information on to departmental recording systems
- Able to carry out site visits both during normal officer hours, evenings and weekends
- Able to be diplomatic and to interpret and advise on complex legal requirements
- Able to handle conflict and cope with aggressive and distressed traders & members of the public
- Able to deal sympathetically and be empathetic with victims of crime

<ul style="list-style-type: none"> <li>• Able to work on own initiative and as part of a team</li> <li>• Flexible, able to cope with a variety of tasks</li> </ul>
<p><b>Decision Making:</b></p> <p>Able to interpret and apply legislation and to give advice on compliance issues.  Able to identify instances of non-compliance and to secure evidence to support enforcement action.  Able to decide when enforcement action is most appropriate  Able to make decisions in the field to protect the residents and visitors of Swindon</p>
<p><b>Contacts and Relationships:</b></p> <ul style="list-style-type: none"> <li>• Colleagues and Members in other service areas to provide expert advice and guidance on trading standards requirements</li> <li>• Business owners and managers of local, national and international companies, to give advice and guidance on trading standards requirements</li> <li>• Members of the public to provide expert advice and guidance</li> <li>• Colleagues from external agencies – e.g. other health professionals, the Police, Inland Revenue, Fire Authority etc - to share intelligence on criminal activity.</li> </ul>
<p><b>Creativity &amp; Innovation:</b></p> <p>Able to understand and interpret legal requirements and then explain in layman’s terms to members of the public to ensure compliance</p>

**Values and Behaviours**

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

**Contacts and Relationships**

Working closely with the partners listed below, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships. Working in a collaborative manner with external and internal customers, community members and other bodies that interact with this role.

- Colleagues from external agencies – eg other health professionals, the Police, Inland Revenue, Fire Authority etc - to share intelligence on criminal activity and engage in joint initiatives

- Other Council service Areas
- Swindon Primary Care Trust/Health Protection Agency
- National Government Agencies
- Locality Leads
- Business owners and senior managers, landlords, tenants and agents of residential property

**Other Key Features of the role**

Job Scope: No & type of jobs Managed:	Job Scope:
<p>Typical tasks supervised /allocated to others:</p> <ul style="list-style-type: none"> <li>• Technical Officer and Technical Assistant Students</li> <li>• Typical tasks supervised/allocated to others:</li> <li>• Sampling Program, Surveys and Enforcement Initiatives, Food Alerts,</li> <li>• Financial: The postholder will have discretion to make purchases of up to £50 without prior approval where the purchase is related to enforcement activities.</li> <li>• (S)he will also be able to serve statutory notices which, if done incorrectly, may result in compensation claims against the Council.</li> <li>• The postholder is also required to manage petty cash during the course of a project, survey or sampling</li> </ul>	<p>Budget: officer responsible for maintaining petty cash payments/receipts for sampling work.</p> <p>Assets: Uniform Database, various technical equipment</p>

Signature:	Date
Corporate Board Representative: Bernie Brannan	
Signature:	Date: